

6-9084

11 August 1954

MEMORANDUM FOR: Addressees Noted Below with Distribution

SUBJECT: Proposed Notice No. [REDACTED] Leave, Participation of Agency Employees in Training for Civil Defense Duties (Job #725-TT)

STATINTL

1. The subject Notice is attached for your concurrence and comment.
2. This Notice is proposed to establish the policy of this Agency regarding the release of Agency personnel for participation in pre-emergency civil defense training outside the Agency as members of civil defense organizations. Subject Notice provides the authorization for such release without charge to annual leave when specified conditions are met and the procedures for reporting these absences.
3. The Office of Personnel prepared the subject Notice at the request of the Deputy Director (Administration) and in collaboration with the Office of the Comptroller and the Security Office on those aspects of concern to them. Any inquiries may be directed to Mr. [REDACTED] Office of Personnel, extension [REDACTED]

STATINTL

4. Please indicate your concurrence and comments on the attached Concurrence Sheet and submit to this Staff by 2 September 1954.

STATINTL

[REDACTED]  
Chief, Regulations Control Staff

cc: Deputy Director (Administration) (Info) - 2  
Deputy Director (Intelligence) - 10  
Deputy Director (Plans) - 14  
Director of Training - 3  
Assistant Director for Communications - 3  
Assistant Director for Personnel (Info) - 5  
General Counsel - 1  
Comptroller - 5  
Inspector General - 1  
Chief of Logistics - 7  
Chief, Medical Staff - 3  
Director of Security - 6

Document No. <u>007</u>
No Change In Class. <input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed To: TS S C
Auth.: HR 70-2
Date: <u>NOV 29 1954</u> By: <u>013</u>

TO: REGULATIONS CONTROL STAFF, 126 [REDACTED]

STATINTL

CONCURRENCE SHEET

PROPOSED ISSUANCE: N [REDACTED] Leave, Participation of Agency  
Employees in Training for Civil Defense Duties  
DRAFT 11 August 1954

STATINTL

CONCUR:

- (a) Substance
- (b) Reference - Executive Order 10529, 22 April 1954
- (c) Classification
- (d) Distribution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

COMMENT

(Job #725-TT)  
DUE: 2 Sep. 54